

Travel Approval

Graduate Student Travel ~ Mathematics Department

INSTRUCTIONS:

All graduate students must fill out the first page of this form, and return to Beth, prior to travel when going on a research trip, any travel where any TA or teaching duties are missed, and any extended personal trip (including summers). If you are the sole instructor for a course, your advisor signature is enough, otherwise get a signature from the instructor or course Chair. The second page of this form is needed if you are expecting any travel reimbursement from your advisor or the department.

Name: _____ Date: _____

Advisor: _____

Date(s) of Absence from the University: _____

Purpose of Travel(s) and Destination(s): _____

TA duties/Teaching duties to be missed while traveling:

Course Number: _____

Course Name: _____

Instructor: _____

Course Chair: _____

Hours: _____

Dates: _____

Provisions made for handling classes/duties to be missed: _____

Advisor's signature: _____

Date: _____

Instructor or Course Chair's signature _____

Date: _____

